



US Army Corps
of Engineers

Construction Bulletin

No. 95-24 Issuing Office: CEMP-CP Issue Date: 11/29/95 Exp. Date: 31 DEC 97

CEMP-C

Subject: Selection of Critical Acquisition Positions

Applicability: GUIDANCE

1. PURPOSE. To provide clarification of Defense Acquisition Workforce Improvement Act (DAWIA) requirements for Career Program (CP) 18 personnel.

2. BACKGROUND. The following comment/question was received at the Chief's of Engineering and Construction Conference in June.

"Membership in the Army Acquisition Corps is a good idea for ACO's, but the time to get membership and/or approval of Area Engineer selections is too constricting. Can we get some more latitude to select ACO's pending approval by AAC if they have had training?"

3. The above statement/question is really addressing two related yet distinct issues; Army Acquisition Corps (AAC) membership and Administrative Contracting Officer (ACO) warranting.

a. ACO warranting does not have to be a position selection qualifying factor. Unless a warrant is required immediately it should not be included in the job description as a requirement. An individual may be selected for an Area or Resident Engineer position without the requisite qualifications for warranting if that position does not require immediate capability to be warranted as a condition of selection. If, for instance, an individual is otherwise qualified (including professional registration) they may be selected and then complete required training for warranting. There are many situations where a warrant may not be needed immediately, such as a new field office start-up or where there is an alternate ACO capability.

CEMP-CP

SUBJECT: Selections for Acquisition Positions

b. Acquisition Corps requirements are applicable only to Critical Acquisition Positions (CAPS). The Corps of Engineers has defined its CAPS as acquisition positions at the GS 14 and above grade with projected ACO duties. Under the current interim operating procedures established by PERSCOM a person may be tentatively selected and placed in a CAP for six months without becoming an AAC member. At the end of six months the individual must have been accessed into the AAC, process a waiver or vacate the position. A tentative CAP selectee should immediately process an application to join the AAC. This is an out of cycle application and will be reviewed and submitted for board approval outside of any annual or otherwise periodically scheduled accession board meeting. It is important to note this in the application memorandum to avoid delays. If the individual is not notified within say four months, a waiver should be processed stating the reasons why the person should be allowed to stay in the position. The justification will be fairly obvious if it is a simple matter of administrative time lag on the part of PERSCOM. We have expressed our dissatisfaction with the inordinately long period of time this has taken in some cases. The Army plan, after the current accession period is complete, is to abolish the interim procedures and restrict consideration at the GS-14 and above levels to current members of the AAC. We have expressed our concerns with this proposed policy as it severely restricts flexibility and our ability to fill CAPS with otherwise qualified people. Although the opening of AAC membership opportunities for GS 13's is supposed to happen, it hasn't yet and it is not clear when this will occur. The latest projection is for the second quarter of 1996. Meanwhile, interim procedures mentioned above apply.

c. Although not specifically mentioned in the referenced remarks, the requirements for certification are a third, related, yet distinct issue. Every acquisition position has a set of standards depending upon the grade level. In CP-18 there are two levels. Level 1 is up to GS-11 and Level 2 is above GS-11. A person entering an acquisition position after 1 October 1993 must meet certain standards within 18 months in order to stay in that position. For those entering these positions between 1 October 1993 and 31 December 1994 the 18 month clock started on 1 January 1995. After that date the clock starts on the official date of entry into the position. Depending upon the particular position and grade level, an individual could be affected by all three sets of acquisition requirements.

CEMP-CP

SUBJECT: Selection of Critical Acquisition Positions

4. In summary, when filling an acquisition position, consideration should be given to (1) ACO requirement timeline, (2) AAC requirement, and (3) certification standards. A copy of an acquisition requirements matrix for CP-18, which has been previously published in other forums, is enclosed for information (Enclosure). This Construction Bulletin was coordinated with the Office of the Principal Assistant Responsible for Contracting (CEPR-ZA) and the Directorate of Human Resources, Career Program Operations Division (CEHR-C).

Enc



CHARLES R. SCHROER

Chief, Construction Division

CP 18				
CERTIFICATION				
LEVEL	GRADE	EXPERIENCE	EDUCATION	TRAINING
1	11 & BELOW	1 YEAR	BACHELORS DEGREE	CON 103/101 CON 106/104
2	12 & ABOVE	2 YEAR	BACHELORS DEGREE	CON 201 CON 223/221
ACQUISITION CORPS				
2	13 & ABOVE	4 YEARS	BACHELORS DEGREE -PLUS 12 SEM HRS BUSINESS	CON 201 & CON 223/221
ACO WARRANT				
ANY	ANY	2 YEARS	BACHELORS DEGREE	CON 103/101 CON 106/104 CON 201 CON 223/221

IS.

1. Experience. Qualifying experience must be in construction contract administration.
2. Education. Bachelors degree must be in the Engineer and Scientist (R&C) career field. Credit for the 12 hours may be obtained by attendance at DAU courses listed below. Refer to DAU catalog for details on credit hours recommended by the American Council on Education (ACE).
3. Training. Current course names are listed below. Certain names have changed over the years and the DAU catalog should be consulted.
 CON 103 - Construction Contracting Fundamentals (3 Credit Hours)
 CON 101 - Contracting Fundamentals (3 Credit Hours)
 CON 106 - Construction Contract Pricing (4 Credit Hours)
 CON 104 - Contract Pricing (2 Credit Hours)
 CON 201 - Government Contract Law (3 Credit Hours)
 CON 223 - Construction Contract Management (3 Credit Hours)
 CON 221 - Intermediate Contract Administration (2 or 3 Credit Hours)

1 ACE recommended credit hours could be 10 or 13 depending on particular school provider.